

American Embassy, Amman

Vacancy Announcement

VACANCY - ANNOUNCEMENT NUMBER: 14-20

OPEN TO: Appointment Eligible Family Members (AEFMs) of U.S. Department of State and U.S. Agency for International Development Direct Hire employees only

POSITION Development Assistance Assistant – Project Design

OPENING DATE: February 13, 2014

CLOSING DATE: February 26, 2014

WORK HOURS: One position (40 hour work week)

SALARY: *EFM: (Position Grade: **FP-5**, Starting Salary)

ALL APPLICANTS MUST BE APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFMs) OF U.S. EMBASSY AMMAN DIRECT HIRE EMPLOYEES OF THE U.S. DEPARTMENT OF STATE OR THE U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF AEFM IS PROVIDED LATER IN THIS ANNOUNCEMENT.

The U.S. Embassy in Amman is seeking an individual for the full-time position of Development Assistance Assistant – Project Design in the U.S. Agency for International Development (USAID). This position is being established pursuant to a U.S. Department of State (DOS) and USAID joint program. Because only DOS and USAID are participating in this program, the vacancy is only open to Appointment Eligible Family Members (AEFMs) of direct hire American employees of DOS or USAID at the U.S. Embassy in Amman. The definition of AEFM is provided later in this announcement.

The person who fills this position will be hired through a DOS Family Member Appointment (FMA) and will be considered a DOS employee, but he or she will be assigned to work with USAID at the U.S. Embassy in Amman for the duration of this appointment and the position is funded through USAID.

BASIC FUNCTION OF POSITION:

The Development Assistance Assistant – Project Design works in the Mission's Office of Program Management (OPM) and reports to the Supervisory Program Officer or his/her designee. As part of the Program Office, s/he provides a full range of functions related to project planning, design, review, and approval. This includes helping coordinate the project planning and design function within OPM, advising Development Objective (DO) teams on Agency and Mission policies and procedures, playing a quality assurance role, supporting preparation of project appraisal documents, analyses, and reports, and tracking Government of Jordan (GOJ) development priorities and interests.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.

1. Bachelor's degree in Economics, Social Sciences, Business Administration or International Relations is required.
2. The candidate must have a minimum of three years of progressively responsible and relevant professional experience in project design, development, project management or monitoring and evaluation is required. These years should be in development assistance, either with a donor or development organization.
3. Demonstrated proficiency in both written and spoken English is required.
4. The candidate must have a basic background in development planning, programming, and/or project design.
5. The ability to establish rapport and maintain contacts with relevant partners within USAID, GOJ, NGOs, and the private sector is required. Must have excellent skills to obtain, analyze, interpret, and manipulate a variety of data; communicate effectively, both orally and in writing; prepare concise and accurate reports and documents; manage and evaluate diversified and complex projects and strategies; and, offer sound, accurate, relevant and timely advice based on the best available information and objective decision-making criteria.
6. Must be able to obtain and retain a Public Trust clearance.

SELECTION PROCESS:

When fully-qualified, Appointment Eligible Family Members (AEFMs) who are U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. The AEFM does not have to

be residing in country to be considered, but the sponsoring employee under COM authority must be officially assigned to Post.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Anyone who is not an Appointment Eligible Family Member (AEFM) (as defined below in the definitions section) of a direct hire employee of the U.S. Department of State or the U.S. Agency for International Development is not eligible to apply.
4. Currently employed EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. Per Post Management Policy number 31, we only welcome applications when the USEFM is within 30 days of arrival.

TO APPLY:

Interested applicants for this position should submit the following:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix A); **or**
3. A combination of both; i.e. Sections 1 – 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. USEFM candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. USEFM candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Applications can be submitted electronically through AmmanEmployment@state.gov.

CLOSING DATE FOR THIS POSITION: FEBRUARY 26, 2014

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A: DEFINITIONS

1. **Eligible Family Member (EFM):** For employment purposes, an EFM is a spouse, domestic partner (DP- as defined in 3 FAM 1610), or unmarried child at least 18 years of age of a US direct-hire FS, CS, or uniformed service member who is:

- Listed on the travel orders or approved OF-126 of a direct-hire FS, CS, or uniformed service member assigned to the Mission under COM authority; and,
- Residing at the sponsoring employee's post of assignment abroad.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:

- US citizen; and
- The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee, who is an unmarried child 18 to 20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US mission, and is under COM authority) and either:
 - a) Resides at the sponsoring employee's post of assignment abroad; or
 - b) Resides at an involuntary separate maintenance allowance (ISMA) location (the individual will not be listed on the sponsoring officer's travel orders, but will have a processed Form SF-1190 authorizing ISMA).

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not USEFMs or AEFMs for employment purposes.

3. **Appointment Eligible Family Member (AEFM):** To be eligible for a Family Member Appointment or a TEMP appointment, an AEFM is:

- US citizen; and
- The spouse or a domestic partner (as defined 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child 18-20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US Mission who is under COM authority); and
- Residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a USG retirement annuity or pension from a career in the Foreign Service or Civil Service. US citizen military annuitant EFM's are FMA eligible.

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders or approved Form OF-126 who do not meet all of the criteria are not AEFMs or US citizen EFM for employment purposes.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment (UAE):

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers

- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for a position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Failure to do so will result in an incomplete application, which will therefore deem the applicant ineligible for the proffered position.